



13 October 2022

**MEMORANDUM CIRCULAR NO. 119**  
Series of 2022

**T O: All Faculty Members**

**R E: Implementation of the Flexible Working Hours or "Flexitime" for Faculty Members**

The university has been adopting flexible working hours or flexitime for all employees. For faculty members, below shall be the internal rules in the implementation of the flexible working hours or "flexitime" in consonance to current CSC issuances<sup>1</sup>.

1. Faculty members are allowed to report between 7:00 AM to 7:00 PM provided they complete the required 40-hour workweek for five (5) days a week exclusive of time of lunch for an hour. The flexible working hours shall not start earlier than 7:00 AM and end not later than 7:00 PM.

2. Classes during Saturday will be part of the 40-hour work week as long as it is officially assigned by the Registrar's Office.

3. In case of change of class schedule, approval shall be sought first at the Registrar's Office and VP for Academic Affairs before registration of new work schedule in the HRIS account.

4. Flexitime work schedule, however, shall be fixed per semester/summer. In no case shall the flexitime arrangement be occasionally changed by the faculty at his or her convenience.

5. Registration of new work schedule, if needed, shall be done through the individual HRIS account via <https://hris.vsu.edu.ph/account/work-schedules>. It is understood that class schedule/s assigned by the Registrar's Office is covered in the flexitime schedule. Revision of work schedule in the HRIS shall be done per semester/summer only.

6. Department heads and center directors shall ensure that request for new schedule for flexitime be reviewed before approval.

7. All faculty members with administrative designations are expected to follow the normal work schedule from 8:00AM to 12:00NN and 1:00PM to 5:00pm since you are performing administrative functions to supervise the daily operations of the unit to ensure effective delivery of services.

8. Existing CSC policies on tardiness and undertime shall apply based on daily attendance through the biometrics system.

9. In addition, enrollment of biometric fingerprint data at other department/s for faculty members holding class/es other than own department shall be subject to presentation of class schedule identified in the cumulus portal. The request with attached screenshot of class schedule can be submitted through email to [odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph) for processing.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President

cc: Deans  
Chancellors  
Department/Unit Heads  
Center Directors  
OVPAA  
ODHRM  
File

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CSC MC No. 25, s. 2019 Revised Guidelines on Flexible Working Hours in the Government